

DEPARTMENT OF THE NAVY HUMAN RESOURCES SERVICE CENTER. SOUTHWEST



HERE'S WHAT YOU NEED TO DO TO APPLY!

HUMAN RESOURCES SERVICE CENTER, SOUTHWEST (HRSC-SW) IS SEEKING RESUMES FOR A VARIETY OF PROFESSIONAL, ADMINISTRATIVE, TECHNICAL, CLERICAL, AND BLUE-COLLAR POSITIONS.

WHO MAY APPLY:

- You may apply if you meet the criteria for one of the hiring authorities listed on page 4 of this kit.
- If you do not meet any of these criteria, look for announcements open to the general public on the Office of Personnel Management web page at www.usajobs.opm.gov or request a faxed copy of our job information catalog by calling 1-800-831-0622, at the main menu select option 7, option 1, and then option 2.

HOW TO APPLY:

Our Civilian Careers Flyers provide job series information and list positions that we fill. Your single, five-page typed resume can be used to express interest in multiple job series. To obtain information or Civilian Careers Flyers:

Look on the World Wide Web at www.donhr.navy.mil and click on Southwest for information on individual series.

-OR-

Request a faxed copy of our job information catalog by calling 1-800-831-0622, at the main menu select option 7, option 1, and then option 2. The catalog will provide a list of our Civilian Careers Flyers which also can be faxed to you.

You must respond to the questions listed on the Additional Data Sheet provided on pages 5 and 6 of this kit. You may provide these responses on a separate piece of paper (does not count toward the 5-page resume limit) or at the end of your resume. Be sure to indicate the series in which you are interested. You may designate interest in as many series as you like, but if you do not designate at least one series, your resume will be returned. If the data requested on the Additional Data Sheet is not provided, your resume will be returned and you may miss consideration for employment.

Individual vacancy announcements will not be posted, so to assure you don't miss an opportunity, submit your resume now. Resumes on hand will be used to fill vacancies as they occur. Managers may opt to consider candidates other than those who specifically applied for the series of a vacancy.

Electronic resumes are encouraged and may be submitted within e-mail text. You may submit your resume and your responses to the questions on the Additional Data Sheet via one of the following:

By e-mail: E-mail your resume in the body of your

message. Do **not** send as an attachment.

Submit to wantajob@sw.hroc.navv.mil

By U.S. mail: **HRSC-SW**

Attn: Code 53 (RB) 525 B Street, Suite 600 San Diego, CA 92101-4418

OTHER THINGS TO KNOW:

- Your resume will receive consideration as vacancies occur within the geographical area(s) you identify.
- You only need to submit one resume and you may only have one resume on file with HRSC-SW at a time. However, applicants will be able to submit an updated resume any time they wish. When an update is received, the new resume will replace the one already on file. Applicants can also use the update process when they wish to add series for which they wish consideration. Such updates must list ALL series in which they are interested (not just additional ones).
- Submission of a subsequent resume will replace any previous resume in our resume bank.
- Do not submit supporting documents (e.g., DD-214s, transcripts, etc.). You must be able to provide supporting documentation upon request.
- Follow the sample resume format shown on page 3 of this kit. Failure to follow the recommended format and to provide all information requested may result in your resume being rejected and you may lose job consideration.
- Only typed resumes can be processed. Handwritten resumes, faxed resumes, Optional Applications for Federal Employment (OF-612s) and Applications for Federal Employment (SF-171s) will be returned.

RESUME PREPARATION:

The HRSC-SW uses an automated resume handling system which provides skills extraction and database search capability. The artificial intelligence software "reads" your resume and identifies skills and other significant information such as your name, address, education, and job titles. One properly prepared resume can afford you the opportunity for consideration for any job to which your skills match.

Describe your skills in a straightforward manner using plain language. Use nouns to describe your skills, indicate your skill level (e.g., journey, helper, etc.), and mention the names of any tools, software, or equipment you have used and any specialized knowledge you have acquired.

Avoid using jargon, abbreviations, and acronyms unless they are common to your job field. Spell out, at least once, the meaning of any abbreviations or acronyms you use.

Include only work experience, training and skills that are relevant to your career goals. Do not include your entire work history and training unless it applies to your career goals.

DO:

- Be sure your name and social security number are the first items on your resume.
- Be sure your resume includes all skills you possess which are associated with the career field(s) for which
 you want to be considered.
- Limit your resume to five pages. Longer resumes will not be considered and will be returned.
- Use one-inch margins and a standard font in 10 or 12 pitch for best results.
- Submit your resume electronically, if possible, in the body of the e-mail, not as an attachment.
- Be sure, if you choose to submit a hard copy resume, to use a high quality printer. Avoid dot matrix printers.
- Use white paper and black ink.

DON'T:

- Submit your resume as an attachment to an e-mail. (Submit it within the e-mail text.)
- Staple, fold, bind or punch holes in your hard copy resume.
- Use vertical or horizontal lines, graphics, boxes or borders.
- Use two-column format or resumes that look like newspapers.
- Use fancy treatments such as Italics, underlining, shadows, boldfacing or bullets.
- Submit your resume on colored paper.
- Fax your resume.

RECOMMENDED RESUME FORMAT

George Q. Public

SSN: 123456789 (no dashes)

1111 Job Street Anywhere, NV 99999

Home Phone: (702) 123-4567 Work Phone: (702) 987-6543

Email Address: gpublic@aol.com

- * Start and end dates (month and year)
- * Hours worked per week
- * Position title
- * If Federal position, include pay plan, series, and grade
- * Salary
- * Employers name and complete address
- * Supervisor's name and phone number
- * Whether we may contact the supervisor
- * All major tasks
- * Any systems worked on
- * Any software programs used
- * Any regulations, directives, etc. used
- * Any special tools and equipment used
- * Any special programs managed
- * Spell out acronyms at least once

EXPERIENCE:

January 1990 to present; 40 hours per week; \$15.28 per hour; Electrician; A & E Electrical, 123 Shock Circle, Sparks, NV 12345; Mr. Fred Smith, (702) 222-3344, may contact. Performed various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.

SAMPLE

April 1985 to December 1989; 40 hours per week; \$14.92 per hour; Engine Mechanic, WG-2805-10; Naval Air Station, Fallon, NV 89406; Dudley Duright, DSN 999-9999, may contact. Performed trouble diagnosis and repair of engines. Work included engine assemblies and accessories. Was responsible for modifying and adjusting parts, components, and accessories. Troubleshoot malfunctioning engines. Disassembles aircraft engines, engine assemblies and accessories. Followed safety practices and procedures.

EDUCATION:

Sparks High School, 1981, Completed 12th Grade, H.S. Diploma Associate's of Applied Science, 1983, Western Nevada Community College, Carson City, NV, Electrical, 98 quarter hours

Highest level of education and year; i.e. high school (highest grade completed) **and** if applicable, type of degree, college or university (include city and state), major field of study, hours completed.

NOTE: Only send copies of transcripts if requested.

TRAINING: Safety Training, 12/87; Basic Electronics, 11/85

LICENSES/CERTIFICATES: Nevada Electrical Journeyman Contractor #1234, expires 5/00

APPRAISALS & AWARDS: Outstanding 6/98, Outstanding 6/97, Special Act 11/96, Exceeds Fully Successful 6/96

OTHER INFORMATION: Speak, write, and read Spanish, fluently. Type 50 wpm.

BE TRUTHFUL! FALSIFICATION OF YOUR RESUME COULD RESULT IN TERMINATION OF FEDERAL EMPLOYMENT, AND MAY BE PUNISHABLE BY FINE OR IMPRISONMENT. UPON SELECTION, YOU WILL BE REQUIRED TO SIGN A STATEMENT THAT ALL APPLICATION MATERIALS ARE TRUE, CORRECT, COMPLETE AND MADE IN GOOD FAITH.

HIRING AUTHORITIES

The following information has been developed to help you determine the "Hiring Authorities" for which you are eligible. You must be eligible for one of these to receive job consideration. Answer question # 6 on the Additional Data Sheet with the "hiring authorities" which apply to you. UPON REQUEST BY HRSC-SW, you must be able to supply documentation to support your eligibility, (e.g. DD 214, transcripts, licenses, etc.). Failure to provide supporting documentation may result in withdrawal of a job offer.

IF	THEN THE HIRING
	AUTHORITY IS
You are a current PERMANENT civilian employee of a Federal agency. Supporting Documentation: A copy of your most recent SF-50	Current Federal Civilian
You worked overseas as an appropriated fund Federal employee while a family member of a civilian, non-appropriated fund or uniformed service member serving overseas, accumulated 52 weeks of creditable service, received a Pass or Fully Successful performance rating, and have returned to the United States from the overseas tour of duty within the last three years. Supporting Documentation: Copy of SF-50(s) verifying completion of 52 weeks creditable overseas service, your most recent performance rating, and a copy of your sponsor's orders returning you to the U.S.	Executive Order 12721
You are/were a career or career conditional employee of a Federal agency other than Department of Defense who, due to downsizing initiatives, (1) will be separating from employment, or (2) have separated within the last year OR - You are under a notice of separation for declining a directed reassignment or Transfer of Function (TOF) to another commuting area. NOTE: You are eligible for vacancies only within the same commuting area of your work. Supporting Documentation: A copy of your most recent SF-50 and Reduction in Force Notice.	Interagency Career Transition Assistance Plan (ICTAP)
You are currently serving on a non-appropriated fund position without time limitation and have served continuously for at least 1 year or have been involuntarily separated from such appointment without personal cause within the past year. Supporting Documentation: Copy of NAF personnel actions verifying you have at least 1 year of continuous service.	Non-appropriated Fund (NAF) Interchange
You are a college graduate with a grade point average of 3.45 or above on a 4.0 scale for all undergraduate courses or have graduated in the upper 10% of your graduating class or major university subdivision for a baccalaureate degree. Supporting Documentation: School transcript.	Outstanding Scholar Program
You have a major physical or mental impairment that limits one or more life activities as certified by a State Vocational Rehabilitation Service or the Department of Veterans Affairs (DVA). Supporting Documentation: A letter from the DVA or State Vocational Rehabilitation Service.	Persons with Disabilities Employment Program
You are a former Federal employee who attained career status, OR a former Federal employee with veterans' preference who attained career-conditional status, OR a former Federal career-conditional employee (without Veterans' Preference) who separated from government service no more than three years ago. Supporting Documentation: A copy of your most recent SF-50	Reinstatement
You are a full- or part-time student enrolled in a high school, college, university, or vocational institution. Supporting Documentation: Proof of enrollment.	Student Employment Program
You are a veteran who served for a period of more than 180 days active duty, all or part of which occurred after August 4, 1964, and have other than a dishonorable discharge. Supporting Documentation: DD-214(s) showing type of discharge. If eligible for 10-Point Veterans' Preference, DD-214(s) showing type of discharge, SF-15 and Supporting Documentation, such as a letter from the DVA dated within the last 12 months. NOTE 1: If you served on active duty between August 5, 1964, (February 28, 1961, for those who actually served in Vietnam) and May 7, 1975, your eligibility expires 10 years after date of your last separation from active duty. If you first entered active duty after May 7, 1975, your eligibility expires 10 years after the date of your last separation or December 31, 1999, whichever is later. NOTE 2: Reservists activated for duty during a period of war do not have to have served for 180 days.	Veterans' Readjustment Appointment (VRA)
You are a veteran who has a service connected disability of 30% or more. Supporting Documentation: DD-214(s) showing type of discharge, an SF-15 and supporting documentation such as a letter from the DVA dated within the last 12 months.	30% or more Disabled Veteran Program
You are a preference eligible or veteran who has been separated from the armed forces under honorable conditions after 3 years or more of continuous active service. You may apply for vacancies that are open to applicants outside the Department of the Defense. Supporting Documentation: DD-214(s) showing type of discharge.	Veterans' Employment Opportunity Act (VEOA)

ADDITIONAL DATA SHEET

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions. If you are E-mailing your resume, please include your answers at the end of your E-mail text. Your response to these questions will not be counted against the maximum 5-page resume limit.

Nam	e: (Last, First, Middle Initial)	SSN:			
Date of Birth: (Complete only if applying for Firefighter or Air Traffic Controller positions.)					
1.	Are you a United States citizen?		Yes	No	
2.	Are you a current permanent, career or career-conditional civilian employ of Defense?	vee of the Department	Yes	No 🗌	
	If yes , are you a current permanent Department of the Navy or U.S. M employee?	arine Corps civilian	Yes	No	
3.	Are you willing to accept temporary employment?		Yes	No 🗌	
4.	Are you willing to accept part-time employment?		Yes	No	
5.	Can you type/keyboard a minimum of 40 words per minute?		Yes	No	
6.	Under what hiring authority(ies) are you eligible? (These authorities are s regulations. See page 4 for definitions of the most common hiring authorit				
	Current Federal Civilian Reinstatement NAF Interchange ICTAP Veterans' Readjustment Appointment 30% or More Disabled Veteran Veterans' Employment Opportunity Act Executive Order 12721	Student Employment Outstanding Scholar Persons with Disabilit Other - Please specify			
7.	Do you claim entitlement to veterans' preference for hiring? (Note: Veterans' preference information can be obtained on web sites or www.dol.gov/dol/vets). If yes, please check the appropriate block is		Yes	No	
	5-point 10-point/disability 10-point/compensable 10-	point/other 10-point/30%	or more disab	oled	
8.	Did you retire from the military? If so, please give month/day/year of retirement (MM/DD/YYYY)		Yes	No	
9.	How many days per month would you be available for work-related travel?				
	1-2 days 3-5 days 6 or more days No	available			
10.	If you are a current or former Federal civilian employee, what is/was the have held?	ighest permanent pay plan an	d grade that	you	
	General Schedule pay plan: (e.g., GS, GM) FWS (blue collar) pay plan: (e.g., WG, WL, WS, WD, WN) Demonstration Project pay plan: (e.g., DG, DA, DAA)	Grade: Grade: Grade:			
11.	Are you interested in being considered for General Schedule (GS) position (i.e., white collar – clerical, technical, administrative, scientific and profe If yes, what is the lowest GS grade you will accept? (1-15)		Yes	No 🗌	
12.	Are you interested in being considered for Federal Wage System (FWS) position. (i.e., blue collar – trades and labor jobs) If yes, what is the lowest pay plan and grade you will accept? WG, WL, WD, WS, WN, etc (Note: You may identify more than one pay plan/grade level option.)	ositions?	Yes	No	

13.	Are you interested in being considered for Demonstration Project positions? (i.e., white collar – clerical, technical, administrative, scientific and professional positions) If yes, what is the lowest pay plan and grade you will accept? DG, DA, DAA, etc. NOTE: You may identify more than one pay plan/grade level option.)	Yes	No			
14.	. [RESERVED]					
15.	Geographic Locations. Please check all applicable geographical locations for which you desire job consideration. Not all series and grades are available in all locations.					
	San Diego, CA area Seal Beach, CA area Oceanside/Fallbrook, CA area					
	Corona, CA area El Centro, CA area Twentynine Palms, CA area					
	Ridgecrest, CA area Ventura, CA area San Francisco Bay, CA area					
	Fallon, NV area Monterey, CA area Puget Sound, WA area					
	Yuma , AZ area Barstow, CA area Oahu Island, HI area					
	Lemoore, CA area Other (Specify)					
	Series Number(s) for which you are applying:					
В.	Sex: Female Male					

PRIVACY ACT INFORMATION. Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, on unpaid student loans. Providing your SSN is voluntary; however, if you do not give us your SSN or any other information requested, we cannot process your resume, which is the first step in getting a job. Also, incomplete addresses and zip codes will slow processing. The information provided on your resume will be used for employment consideration. We cannot be held responsible for safeguarding privacy act information during the e-mail transmission process.

EQUAL EMPLOYMENT OPPORTUNITY. The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

To protect our employees and the public, the Department of the Navy is a drug free workplace.